



DFRC Travel Manager NewsFlash #1

(December 4, 2002)

Travel Manager NewsFlashes include information for Travel Manager users and can include updates, new processes, and reminders.

Foreign Currency:

The function in Travel Manager to exchange foreign currency to American dollars does not provide the actual rate exchange. The function in Travel Manager is set up to work only if you already know the rate exchange for the foreign currency. The web site <http://www.oanda.com/convert/classic> is a much better tool to use for the exchange of foreign currency. Thank you to Emily Boyd for providing us this information.

Internet Speed/Computer Locking Up/Pop-up Messages:

To help with delays caused by the many pop up messages in Travel Manager, see page 2 for a step-by-step guide to help reduce the number of pop up messages. This will not completely stop the pop up messages but there should be a significant difference. If you have any questions please call the BISS help desk x2477

Reviewers Need To Notify Preparers When Documents Are Returned:

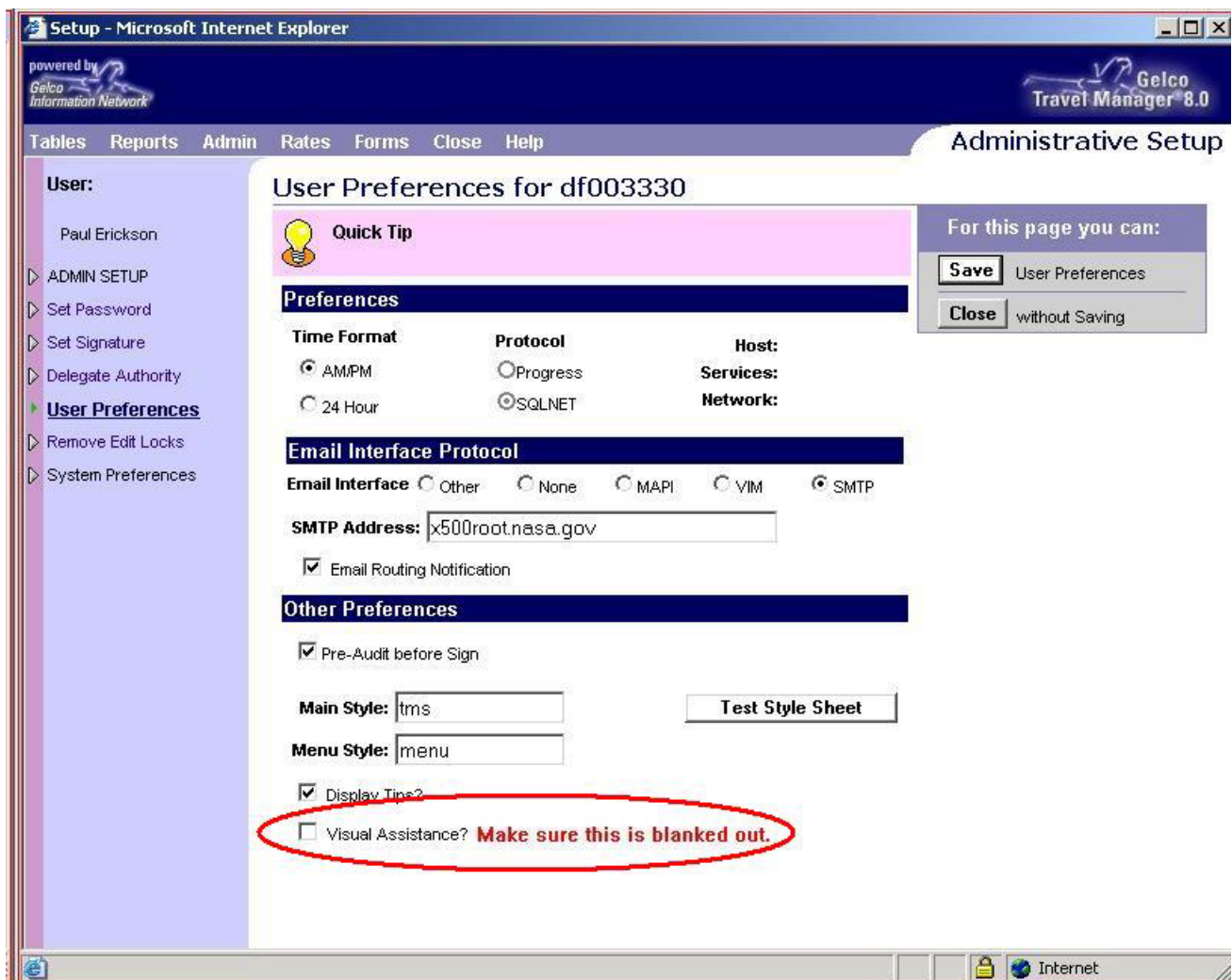
Just a reminder that when returning documents please notify the **Preparer** - only the Traveler receives an email that the document has been returned and this can delay the process. Also add information to the remarks field as to why the document is being returned - more information is better than less when adding remarks to help the process to be timely and efficient.

If you have any questions or have any topics you would like information on please email biss@mail.dfrc.nasa.gov

Turning off the Refresh Notice

This is resolved by going into User Preferences and de-selecting the box entitled "Visual Assistance?"

To get there, you select Setup, then Admin (in the white letters across the top), then selecting User Preferences from the purple menu on the left hand side. The option is near the bottom of your options.



DO NOT TOUCH ANY OTHER FIELD ON THIS SCREEN!!!!!!!!!! Do not change the SMTP server address.

Once you have done this, you will have to log out then back in for changes to take effect.